



MISSOURI DEPARTMENT OF HEALTH AND
SENIOR SERVICES

INVITATION FOR BID (IFB)

Issue Date: June 25, 2004
IFB #0504

**PROPOSAL MUST BE RECEIVED
NO LATER THAN:**

Date: **July 14, 2004**
by

Time: **3:00 P.M.**

For more information contact:

Shalonda Graham

Buyer of Record, at (573) 526-3222

This document is a formal request for sealed bids, including prices, from qualified individuals and organizations to furnish those services described herein. **BIDDERS PLEASE NOTE: Bids shall be submitted in a sealed envelope marked on the outside (in the lower left corner) with the following information: "BID ENCLOSED- IFB #0504". Bidders using commercial carrier services shall ensure that the outermost envelope or wrapper used for delivery is marked in this manner. AN ORIGINAL AND 3 COPIES OF BID MUST BE RECEIVED by the Missouri Department of Health and Senior Services, Division of Administration, Bureau of Contracts and Procurement, on or before the time and date listed above. Faxed copies will not be accepted.**

Contract Title: **Asthma Program**

Contract Period: **Date of Award through September 30, 2004**

Amount Requested.....\$_____

Certified Minority or Woman Owned Business: ☐ MBE ☐ WBE ☐ N/A

The Bidder hereby agrees to provide services at the prices quoted, pursuant to the requirements of this document and further agrees that when this document is countersigned by an authorized official of the Missouri Department of Health and Senior Services, a binding contract, as defined herein, shall exist between the Bidder and the Missouri Department of Health and Senior Services.

BIDDER'S SIGNATURE:



BIDDER'S PRINTED NAME:

ORGANIZATION:

DATE OF BID:

ADDRESS:

TELEPHONE NO:

CITY, STATE, ZIP CODE:

FAX PHONE NO:

STATE VENDOR NO. (IF KNOWN):

FED. TAX I.D. NO:

THIS SECTION FOR DEPARTMENT OF HEALTH AND SENIOR SERVICES USE ONLY

FUND SOURCE

☐ STATE _____%
☒ FEDERAL _____100%

CFDA NO.

93.283-3703-B

CFDA TITLE:

Addressing Asthma from a Public Health Perspective

NOTICE OF AWARD

This bid is hereby accepted by the Missouri Department of Health and Senior Services.

Amount Awarded \$_____

RECOMMENDED FOR APPROVAL BY: (DIVISION / CENTER DIRECTOR SIGNATURE)



DATE:

CONTRACT NUMBER:

SIGNATURE OF MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES REPRESENTATIVE
AUTHORIZED TO SIGN CONTRACT:



DATE:

MARK R. READING, DIRECTOR, DIVISION OF ADMINISTRATION

1 INTRODUCTION AND GENERAL INFORMATION

1.1 Introduction:

- 1.1.1 This document constitutes an invitation for competitive, sealed bids for the provision of services as set forth herein

1.2 Pre-Bid Conference:

No pre-bid conference is scheduled for this solicitation.

1.3 Organization

- 1.3.1 This document, referred to as an Invitation for Bid (IFB), is divided into the following parts:

1. Introductions and General Information
2. Contractual Requirements
3. Bid Submission Information
4. Attachments 1 - 7

1.4 Background Information:

- 1.4.1 Asthma is a highly prevalent health problem with significant impact in Missouri. The Missouri Department of Health and Senior Services (hereinafter the Department) received a Centers for Disease Control and Prevention “Addressing Asthma from a Public Health Perspective” planning grant in 2001. This grant was for three (3) years and enabled the establishment of the Missouri Asthma Prevention and Control Program (MAPCP) within the Department. The Missouri Asthma Coalition (MAC) an advisory board to the MAPCP was also a requirement of the grant. This is the last year of the planning grant. One other requirement is to set up a governing structure Coalition and partnership development and enhancement is an essential part implementing asthma interventions.
- 1.4.2 Please go to cdc.gov and DHSS.mo.gov for further information.
- 1.4.3 Although an attempt has been made to provide accurate and up-to-date information, the Department does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this Invitation for Bid.

1.5 Purpose and Goals:

- 1.5.1 The purpose of this contract is to reduce the burden of asthma in Missouri through better application of knowledge of medical and environmental management.
- 1.5.2 There are three (3) main objectives of the asthma program:
- 1.5.2.1 Build the capacity to gather and evaluate asthma data.
 - 1.5.2.2 Assist communities with the identification and implementation of science-based asthma interventions.
 - 1.5.2.3 Development of partnerships

1.6 Funding:

- 1.6.1 CDC Federal funding.

2 CONTRACTUAL REQUIREMENTS

2.1 General Requirements:

- 2.1.1 The Contractor shall develop tools for gathering information for the creation of an asthma resource inventory of statewide and local resources for asthma management and prevention. The tools shall be designed to gather information from the following organizations: hospitals, community-based organizations, schools, health centers, research universities, and governmental public health agencies. The inventory will categorize a wide range of resources and interventions for influencing policy, awareness, quality of care, access to care, and available sources of funding. The inventory will have a statewide representation, with at least one (1) entry from each of the seven (7) health districts in Missouri. The MAC requested the inventory as a means to guide future planning and enable collaborations among organizations committed to asthma prevention and management.
- 2.1.2 Unless otherwise specified herein, the Contractor shall furnish all material, labor, facilities, equipment, and supplies necessary to perform the services required herein.

2.2 Deliverables and Outcomes:

- 2.2.1 The Contractor shall develop paper-based surveys to collect information regarding asthma prevention and management services provided by the following respondent groups:
- 2.2.1.1 Hospitals
 - 2.2.1.2 Insurance companies
 - 2.2.1.3 Community-based organizations
 - 2.2.1.4 Schools
 - 2.2.1.5 Research universities
 - 2.2.1.6 Foundations
 - 2.2.1.7 Government public health agencies
- 2.2.2 The Contractor shall present draft surveys to the MAPCP by August 15, 2004 and incorporate feedback into the final version.
- 2.2.3 Create an open web-enabled version of the paper-based survey for governmental public health agencies that can be distributed by the MAPCP through the Department by September 15, 2004.
- 2.2.4 The Contractor shall develop a schema for the categorization of asthma prevention and management services available in Missouri.

2.3 Budget Details:

- 2.3.1 The Contractor shall be paid in accordance with the firm, fixed price(s) indicated on the Pricing Page (Attachment 1).
- 2.3.2 In no event shall the payment to the Contractor for services performed under the contract exceed \$24,850.
- 2.3.3 The Contractor shall be paid upon receipt of the progress report on August 15, 2004 and the final surveys on September 15, 2004.
- 2.3.4 This funding may cover staffing, travel, meeting expenses, meal allowance, room, supplies, postage and indirect.

2.4 Reporting and Invoicing Requirements:

- 2.4.1 The Contractor shall submit a report by August 15, 2004 outlining progress, any barriers encountered and solutions to those barriers.

- 2.4.2 The Contractor shall submit final surveys by September 15, 2004.
- 2.4.3 The Contractor shall submit to the Department uniquely identifiable invoice for processing. Uniquely identifiable means the particular invoice or bill can be distinguished by invoice number or date from a previously submitted invoice or bill.
- 2.4.4 The Contractor shall submit invoices on August 15, 2004 and September 15, 2004 with required reports.
- 2.4.5 The Contractor shall submit all invoices and reports to:

Missouri Department of Health and Senior Services
Unit of Chronic Disease Control
920 Wildwood Drive
PO Box 570
Jefferson City, Missouri 65102-0570

- 2.4.6 If the Contractor is overpaid by the Department, the Contractor shall issue a check made payable to "DHSS-DOA-Fee Receipts" upon official notification by the Department and shall mail the payment to:

Missouri Department of Health and Senior Services
Division of Administration
Fee Receipts
920 Wildwood Drive
PO Box 570
Jefferson City, Missouri 65102-0570

- 2.4.7 If a request by the Contractor for payment is denied, the Department shall provide the Contractor with written notice of reasons for denial.

2.5 Other Contractual Requirements:

- 2.5.1 The Department reserves the right to monitor this contract through on-site visits during the contract period to ensure financial and contractual compliance.
- 2.5.2 The Department reserves the right to audit all books, records and other documents relevant to the contract.
- 2.5.3 Funds provided by the Department for the project pursuant to this contract shall not be used in any manner to replace or supplant funds of the Contractor for any service included in this contract.
- 2.5.4 The Department shall in all cases be utilized as "payor of last resort" which means that payment under this contract may be available only after the Contractor has demonstrated that all other payment sources, including but not limited to insurance coverage and/or government assistance programs, have been exhausted. Documentation of such shall be maintained in client files to be available for contract monitoring purposes.
- 2.5.5 The Contractor shall be responsible for all claims, actions, liability, and loss (including court costs and attorney's fees) for any and all injury or damage (including death) occurring as a result of the Contractor's performance, or the performance of any subcontractor, involving any equipment used or service provided, under the terms and conditions of this contract or any subcontract, or any condition created thereby, or based upon any violation of any state or federal statute, ordinance, building code, or regulation by Contractor. However, the Contractor shall not be responsible for any injury or damage occurring as a result of any negligent act or omission committed by the State, including its agencies, employees, and assigns.

- 2.5.6 All reports, documentation, or material developed or acquired by the Contractor as a direct requirement of the contract, shall become the property of the Department.
- 2.5.7 The Department shall have the right, at its sole option, to renew the contract for up to two (2) one-year periods, based on available funding and the Contractor's performance during the prior contracting period. In the event the option is exercised, all terms and conditions, requirements and specifications of the contract shall remain the same and apply during the renewal period(s).
- 2.5.8 If state and/or federal funds are not appropriated, continued or available at a sufficient level to fund this contract, or in the event of a change in federal or state law relevant to this contract, the obligations of each party may, at the sole discretion of the Department, be terminated in whole or in part, effective immediately or as determined by the Department, upon date of certified mailing, facsimile, or e-mail of written notice to the Contractor by the Department.
- 2.5.9 The Contractor shall maintain strict confidentiality of all patient and client information or records supplied to it by the Department or that the Contractor establishes as a result of Contract activities. The contents of such records shall not be disclosed to anyone other than the Department and the patient/client or the patient's/client's parent or legal guardian unless such disclosure is required by law. The Contractor assumes liability for all disclosures of confidential information by the Contractor and/or the Contractor's subcontractors and employees. The Contractor agrees to comply with all applicable provisions of the Federal Standards for Privacy of Individually Identifiable Health Information (45 C. F R. Parts 160 and 164).
- 2.5.10 This contract shall be governed by and construed in accordance with the laws of the State of Missouri. The Contractor shall comply with all federal and state laws, as amended, applicable to this contract, including but not limited to those laws authorizing or governing the use of the federal funds paid to the Contractor through this contract.
- 2.5.11 Return of the proposed contract within 14 calendar days of the date mailed by the Department is necessary to ensure execution of this contract by the Department.
- 2.5.12 In accordance with House Bill 600, the Department is precluded from contracting with a vendor or its affiliate who makes sales at retail of tangible personal property or for the purpose of storage, use or consumption in this state but fails to collect and properly pay the tax as provided in RSMo Chapter 144. Additional information regarding House Bill 600 is available on the Department of Revenue's website at <http://www.dor.mo.gov/tax/business/sales/hb600.htm>.

3 BID SUBMISSION INFORMATION

3.1 Submission of Bids:

- 3.1.1 The bid must be received in a sealed envelope on or before the receipt time and date published on the front page of the IFB at the address listed below.

Missouri Department of Health and Senior Services
Division of Administration
Bureau of Contracts and Procurement
920 Wildwood Drive
Jefferson City, MO 65109

- 3.1.1.1 Bids may be submitted through the U.S. Postal Service to the address below. However, mailing bids to the P.O. Box does not guarantee receipt of the bid document by the Bureau and Contracts and Procurement before the required receipt date and time.

Missouri Department of Health and Senior Services
Bureau of Contracts and Procurement
P. O. Box 570
Jefferson City, MO 65102-0570

- 3.1.1.2 The outermost, sealed envelope should clearly identify “IFB #0504” in the lower left corner of the envelope. Example:

Return address
Missouri Department of Health and Senior Services Division of Administration Bureau of Contracts and Procurement 920 Wildwood Drive Jefferson City, MO 65109
IFB #0504

- 3.1.2 Faxed or emailed bids will not be accepted.

- 3.1.3 Bids received after the receipt date and time as published on the front page of the IFB will not be considered or evaluated.**

- 3.1.4 Bids should be typed. Do not staple.

- 3.1.5 Original bid must be submitted along with the number of photocopies listed on the cover page of the bid. All bids and copies should minimize or eliminate the use of non-recyclable materials such as plastic report covers, plastic dividers, vinyl sleeves, and binding.

- 3.1.6 Bidders submitting bids must include the following information:

- 3.1.6.1 The signed page one (cover page) from the original IFB and all signed amendments should be placed at the beginning of the bid. These form(s) must include an original signature (preferably

signed in blue ink), no stamped signatures. The signature must be that of an individual legally authorized to sign contracts for the agency.

- 3.1.6.2 To facilitate the evaluation process, the Bidder is encouraged to organize their bid into distinctive sections that correspond with the individual evaluation categories described herein.
- 3.1.6.3 Each distinctive section should be titled with each individual evaluation category and all material related to that category should be included therein.
- 3.1.6.4 The Bidder is cautioned that it is the Bidder's sole responsibility to submit information related to the evaluation categories and that the Department is under no obligation to solicit such information if it is not included with the bid. The Bidder's failure to submit such information may cause an adverse impact on the evaluation of the bid.

3.2 Bidder's Contacts:

- 3.2.1 Bidders are cautioned not to contact any employee of the Department except the Buyer of Record listed on the cover page of this document, regarding this Invitation for Bids. Questions may be directed to the following address:

Missouri Department of Health and Senior Services
Division of Administration – Bureau of Contracts and Procurement
P.O. Box 570
Jefferson City, MO 65102-0570
Telephone No.: (573) 526-3222

- 3.2.2 The Bidder is advised that the only official position of the Department is that position which is stated in writing and issued by the Department as an Invitation for Bid and any amendments thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement on behalf of the Department.
- 3.2.3 The official IFB can be viewed at the Department Internet site, <http://www.dhss.state.mo.us> by clicking on the "Public Notices" link.

3.3 Evaluation Process:

- 3.3.1 All bids will be reviewed and scored by an evaluation committee. Representatives of the Department will conduct the evaluation process. The committee shall include: Program Coordinators and Procurement Staff.
- 3.3.2 After determining that a bid satisfies the mandatory requirements stated in the Invitation for Bid, the evaluator(s) shall use both objective analysis and subjective judgment in conducting a comparative assessment of the bid in accordance with the evaluation criteria stated below.
- 3.3.3 Bid evaluation will be based on a 100 point total to be applied as follows:

Experience and Reliability-----Up to 30 points
Expertise of Personnel-----Up to 20 points
Method of Performance -----Up to 30 points
Cost-----Up to 20 points

3.4 Evaluation of Bidder's Experience and Reliability:

- 3.4.1 Experience and reliability of the Bidder's organization are considered subjectively in the evaluation process. Therefore, the Bidder is advised to submit any information that documents successful and reliable experience in past performances, especially those performances related to the requirements of this IFB.
- 3.4.2 The Bidder should provide the following information related to previous and current services/contracts performed by the Bidder's organization and any proposed subcontractors which are similar to the requirements of this IFB:
 - 3.4.2.1 Name, address, and telephone number of client/contracting agency and a representative of that client/agency who may be contacted for verification of all information submitted;
 - 3.4.2.2 Dates of the service/contract
 - 3.4.2.3 A brief, written description of the specific services that were performed.
- 3.4.3 The above information may be shown on the form attached as Attachment 3 to this IFB or in a similar manner.
- 3.4.4 The Bidder should submit a copy of all licenses, certifications, accreditations, and/or permits that may be required by state, federal, and/or local law, statute, or regulation in the course of conduct of the Bidder's business. If not submitted with the bid, the Department reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.

3.5 Evaluation of Expertise of Bidder's Personnel:

- 3.5.1 The qualifications of the personnel proposed by the Bidder to perform the requirements of this IFB, whether from the Bidder's organization or from a proposed subcontractor, will be subjectively evaluated. Therefore, the Bidder should submit detailed information related to the experience and qualifications, including education and training, of proposed personnel.
- 3.5.2 If personnel are not yet hired, the Bidder should provide detailed descriptions of the required employment qualifications; and detailed job descriptions of the position to be filled including the type of person proposed to be hired.
- 3.5.3 The Bidder may utilize Attachment 4 for summarizing the personnel information and should submit detailed resumes for proposed key personnel.
- 3.5.4 The Bidder should submit a copy of all licenses and/or certifications for all proposed personnel which may be required by state, federal, and/or local law, statute, or regulation in the course of performance of the Bidder's profession. If not submitted with the bid, the Department reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.

3.6 Evaluation of Method of Performance:

- 3.6.1 Bids will be subjectively evaluated based on the Bidder's distinctive plan for performing the requirements of the IFB. Therefore, the Bidder should present a written narrative that demonstrates the method or manner in which the Bidder proposes to satisfy these requirements. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of action.
- 3.6.2 The method by which the proposed method of performance is written is left to the discretion of the Bidder. However, the following method is recommended:

- 3.6.3 On Attachment 5, or in any other appropriate format, identify each specific paragraph and subparagraph of the Contract Requirements by paragraph and page number as an item for discussion. Immediately below these numbers, write a description of how, when, by whom, with what, to what degree, why, where, etc., the requirements will be satisfied.
- 3.6.4 In presenting the method of performance, the Bidder should submit or describe the following:
- 3.6.4.1 Previous experience with surveys as they relate to the respondent groups listed in 2.2.1.
 - 3.6.4.2 Experience and knowledge of the public health system.
 - 3.6.4.3 The ability to perform the deliverables in the time allotted.
- 3.6.5 The Bidder should also provide a sequential step-by-step description of the tasks or events that are proposed to accomplish the requirements of the IFB and the number of work hours required to perform the task or event. In addition, the Bidder should specify the personnel proposed to perform each task and the number of work hours each person will be working on that particular event.
- 3.6.5.1 Attachment 6, Schedule of Events, may be helpful in presenting such data and should be used by the Bidder. In the event of overlapping or concurrent tasks, the use of a graphic chart (PERT, bar, line, etc.) is recommended.
 - 3.6.5.2 The Bidder is advised that the personnel work hours proposed in the Schedule of Events may be compared with the work hours proposed in the price breakdown. Furthermore, the assigned tasks may be compared with the qualifications of the personnel.
- 3.6.6 The Bidder should provide an organizational chart showing the staffing and lines of authority for the key personnel to be used. The relationship of service personnel to management and to support personnel should be clearly illustrated.

3.7 Evaluation of Cost:

- 3.7.1 Cost will be evaluated on a objective basis based on the following method:
- 3.7.2 The Bidder shall complete and submit the Pricing Page, Attachment 1.
- 3.7.3 The Bidder should complete and return the Price Analysis, Attachment 2 or present the same information in a similar format.

3.8 Award Process:

- 3.8.1 The Department will officially notify Bidders not receiving a contract in writing. The only official position of the Department will be issued in writing and signed by the Director of Administration (or designated representative) of the Missouri Department of Health and Senior Services. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.
- 3.8.2 Contracts will be awarded on a competitive basis and will be limited by the availability of funds.
- 3.8.3 The total number of points will be the basis for the award.

ATTACHMENT 1**PRICING PAGE**

The bidder shall provide the following firm, fixed price(s). All costs associated with providing the required services shall be included in the stated price(s).

1. The Contractor shall be paid upon receipt of the progress report on August 15, 2004.
2. The Contractor shall be paid upon receipt of the final surveys on September 15, 2004.

ATTACHMENT 2**PRICE ANALYSIS**

Budget Categories	Quantity	Unit Price	Total
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Professional Personnel:

- 1.
- 2.
- 3.
- 4.

Total Professional Personnel:

Support Personnel:

- 1.
- 2.
- 3.

Total Support Personnel:

Travel Expenses (List):

- 1.
- 2.
- 3.
- 4.

Total Travel Expenses:

Materials and Supplies (List):

- 1.
- 2.
- 3.

Total Materials and Supplies:

Other Components/Overhead (List):

- 1.
- 2.
- 3.

Total Other:

TOTAL FIRM FIXED PRICE	\$ _____
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ATTACHMENT 3

PRIOR EXPERIENCE
(Include additional pages, as necessary)

1. **Prior Services Performed for:**

Company Name:
Address:

Contact Name:
Telephone Number:

Description of Prior Services (include dates):

2. **Prior Services Performed for:**

Company Name:
Address:

Contact Name:
Telephone Number:

Description of Prior Services (include dates):

3. **Prior Services Performed for:**

Company Name:
Address:

Contact Name:
Telephone Number:

Description of Prior Services (include dates):

ATTACHMENT 4**PERSONNEL EXPERTISE SUMMARY****(Attach additional pages, as necessary. Also attach resumes for key personnel)**

Personnel	Background and Expertise of Personnel
1. _____ (Name)	_____ (Title)

2. _____ (Name)	_____ (Title)

3. _____ (Name)	_____ (Title)

4. _____ (Name)	_____ (Title)

5. _____ (Name)	_____ (Title)

6. _____ (Name)	_____ (Title)

7. _____ (Name)	_____ (Title)

ATTACHMENT 5

METHOD OF PERFORMANCE

The Bidder may use this form, or any format desired, to present a written plan for performing the requirements specified in this Invitation for Bid.

ATTACHMENT 6**SCHEDULE OF EVENTS**

The Bidder should briefly and sequentially describe the tasks or events that are proposed to accomplish the requirements. **"Completion Day"** should be specified as a certain number of days from date of contract award until completion of the specific task. **"Assigned Personnel"** should be identified by name rather than project title unless such personnel are yet to be hired. **"Work hours"** should indicate that time each assigned person will spend on the specific task. In the event of overlapping or concurrent tasks, a graphic chart (e.g., PERT) should be attached.

Task or Event	Completion Day	Assigned Personnel	Work-hours

ATTACHMENT 7
MBE/WBE CERTIFICATION